

**BY ORDER OF THE COMMANDER
HEADQUARTERS AIR MOBILITY
COMMAND**



AIR FORCE INSTRUCTION 33-332

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Communications and Information

AIR FORCE PRIVACY ACT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-332, 8 November 2000 is supplemented as follows: (AMC bases may issue supplements; send drafts to HQ AMC/SCYBR for review before issuance. This supplement does not apply to Air Force Reserve or Air National Guard personnel or units).

SUMMARY OF REVISIONS

Paragraph **1.4.6.8. (Added)** changes distribution of AMC Visual Aid 33-302 from "X" to "F". Paragraph **3.2.** outlines the procedures for using Privacy Act warning statement in e-mails. Paragraph **3.3.3.** outlines the procedures for disclosing of social security numbers (SSN) in orders, e-mails, etc. Paragraph **7.3.3.1. (Added)** provides "sample" Privacy Act material clause that should be added in a recycling sales contract. Paragraph **11.1.** cancels the requirement for the annual Air Force Privacy Act Report (RCS: DD-DA&M(A)1379). Paragraph **11.2.4. (Added)** mandates the use of AFVA 33-276, Privacy Act Warning stickers, on paper file folders containing Privacy Act material. A bar “|” indicates revised material since the last edition.

1.4.6. Base Records Managers are designated as Privacy Act Officers for their installation on AMC bases. Wing, group and squadron commanders will appoint Privacy Act Monitors on non-AMC bases.

1.4.6.6. An impartial officer outside the organization where the complaint originated will be appointed to conduct Privacy Act complaint investigations. If the complaint cannot be resolved at base level, it will be forwarded for final resolution to HQ AMC/SCYBR. Forward each completed complaint package, even if completed at base level, to HQ AMC/SCYBR for final coordination. The package will include the complaint, a detailed investigative report with supporting statements and/or documents and a legal review.

1.4.6.8. (Added) Use AMC Visual Aid (VA) 33-302, “Privacy Act Officer/Privacy Act Monitor” to advertise your base Privacy Act Officer and unit Privacy Act Monitors by name, office and phone number. Post this VA throughout your unit in highly visible locations (i.e., unit and work center bulletin boards) to

ensure widest dissemination. This VA has an "F" distribution, reproduce locally as needed using blue paper stock. See Attachment 1.

1.4.7. Systems Managers will provide their Privacy Act monitors with a list of held privacy act systems of records.

1.4.8. In HQ AMC directorates, special staffs, and the Tanker Airlift Control Center, a Privacy Act Monitor will be appointed and a copy of the designation letter (to include name, office symbol, and duty extension) sent to HQ AMC/SCYBR. All other HQ AMC organizations on non-AMC bases will appoint a Privacy Act Monitor and send a copy of the designation letter to their host records manager.

3.2. Privacy Act warning statements on e-mails should **only** be used (1) in those instances when the e-mail actually contains Privacy Act protected information, and you are sending the information to recipients authorized to receive it per AFI 33-332 and you are sure the information is safeguarded. (2) Such warnings should be placed at the beginning of the e-mail text, not at the end. (3) The warning should include a reference to AFI 33-332, *Air Force Privacy Act Program*.

3.3.3. When disclosing social security numbers (SSN) on administrative orders, in e-mails, etc., only disclose the last 4 digits of the SSN.

4.4. In the denial package, include a copy of the letter that notified the requester their request was forwarded to HQ AMC/SCYBR for further processing.

4.5. The Chief, Operational Systems Management Division (HQ AMC/SCY) is designated the additional denial authority for Air Mobility Command when the SCY is a pinned 0-6 or above. Otherwise, the Deputy Director of Communications and Information (HQ AMC/SCD) will act as denial authority.

5.3. In the amendment package, include a copy of the letter that notified the requester their amendment request was sent to HQ AMC/SCYBR for further processing.

7.3.3. Recycling may be used for the disposal of Privacy Act (PA) and For Official Use Only (FOUO) material IAW this publication and DOD 5400.7R/AF Supplement, Chapter 4. If there is no recycling contract, PA material must be destroyed by any method that prevents compromise, such as tearing, burning or shredding, so long as the personal data is not recognizable and is destroyed beyond reconstruction. Originators must safeguard (PA and FOUO) material until it is either destroyed by the recycling contractor, or in the case of no recycling program, by the originator.

7.3.3.1. (Added) Use the following Privacy Act material clause, as an example, in your recycling sales contract when you require a contractor to safeguard Privacy Act material until its proper destruction. "The Purchaser understands and agrees that property purchased under this contract may contain records previously maintained as a system of records subject to the Privacy Act, 5 U.S.C. 552(a). The Purchaser, by executing this contract, understands and agrees that the Purchaser is subject to the provisions of the Privacy Act and shall exercise all care necessary to safeguard privacy material until its destruction and to pulp, macerate, shred, or otherwise completely destroy the records."

9.1.1.1. (Added) Rosters containing names, SSNs, home address and phone numbers (e.g. recall, personnel, etc.), must be labeled with a warning caveat to advise individuals of the presence of personal information and the need for proper handling. Warning caveat will state, "THIS (ROSTER/LISTING) CONTAINS PERSONAL INFORMATION AND IS TO BE USED FOR OFFICIAL PURPOSES ONLY." These documents will also be marked "For Official Use Only."

11.1. The annual Privacy Act Report (RCS: DD-DA&M(A)1379) has been cancelled. The next revision of AFI 33-332 will reflect this change.

11.2.4. (Added) Mark each paper file folder containing Privacy Act material identified on your file plan with an AFVA 33-276, Privacy Act Warning sticker.

ATTACHMENT 5 (ADDED)

AMC VA 33-302 PRIVACY ACT OFFICER/PRIVACY ACT MONITOR

PRIVACY ACT

Privacy is a personal and fundamental right protected by the Constitution of the United States. Protecting individuals from unwarranted invasion of their personal privacy is the overriding purpose of the Privacy Act of 1974 (PA). ***KNOW THE ONES WHO KNOW THE MOST ABOUT PRIVACY ACT.***

YOUR BASE PRIVACY ACT OFFICER IS:_____
NAME_____
UNIT/OFFICE/PHONE**YOUR UNIT PRIVACY ACT MONITOR IS:**_____
NAME_____
OFFICE/PHONE**PRIVACY ACT SYSTEM OF RECORDS MANAGER:**

The Privacy Act of 1974 applies only to information in Air Force System of Records on living U.S. Citizens and permanent resident aliens. *A System of Records is a group of records containing personal information retrieved by the subject's name, personal identifier or individual identifier.* The System Manager is the official who is responsible for managing a system of records. The PA Monitor maintains a roster of your unit PA systems, their managers and phone numbers. ***For additional information on the PA or PA System of Records consult your Privacy Act Officer or Monitor.***

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